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Executive Registry  
3-4232

13 November 1952

MEMORANDUM FOR: CHIEF, ADMINISTRATION DIVISION/DDP

SUBJECT : Personnel Authorization

1. Reference is made to our T/O submission dated 24 October 1952 based on an authorization of [redacted] departmental positions.

25X9A2

2. The following change is requested which will not alter the number of positions:

a. Restore one Negative Cutter position in the Graphic Arts Reproduction Division, Process Photographic Branch. This makes a total of four negative cutters, Y 97, Y 97.01, Y 97.02, and Y 97.03.

117.03

b. Delete one Photo Engraver-Etcher from the Graphic Arts Reproduction Division, Etching and Plate Making Branch. This leaves one position for Photo Engraver-Etcher, No. Y 98.

118.01

25X1A

3. You are also requested to establish the position of Clerk (Typing) in the Office of the Chief, Graphic Arts Reproduction Division, as a GS-5 instead of GS-4 as originally proposed.

not included  
[redacted]

4. It is requested that this memo receive the same distribution as our T/O proposal referred to above.

25X1A9a

Chief, TSS

25X1A9a

25X1A9a

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JOB NO. 16 NO CHANGE  
IN CLASS. DIVISION. 17579  
NEXT REVIEW DATE 17579  
NO. PCA 2  
REV CLASS C  
AUTH: HR 70-3

11/3/52

Approved  
Chief Class & Wage

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*Not on mach. Rm yet 12/2/52*

OFFICE OR STAFF DD/P TSS		OFFICE CODE SI	REQUEST DATE 11/28/52	APPROVAL DATE 11/28/52	CONTROL NO. 302		A000400190006-1		Page of Pages
DELETIONS			ADDITIONS				NET CHANGE	ORGANIZATION	
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)		
TSS-Graphic Arts Reproduction Division Etching and Plate Making Branch Photo-Engraver(Etch)	GA	118.01	TSS-Graphic Arts Reproduction Division Process Photographic Branch Negative Cutter	GA	117.03				
NEW OFFICE TOTALS			APPROVAL						
25X1A9a			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is				Chief, CWD		

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